



HUMAN RESOURCES (EXTRACT FROM STAFF INTRANET)

This is the home of all the policies, procedures and forms that relate to you as an ICAEW member of staff and the pursuit of your role in the organisation.

It is important to note that our policies and procedures have been updated in line with current legislation and ICAEW governance. As some of these policies form part of your own terms and you should ensure that you take the opportunity to review them.

The HR policies relate to UK based staff. If you work in one of our global offices, please refer to your employment contract for details regarding benefits and legislation. If you have any questions please get in touch with your HR contact.

Policies which form part of your contractual arrangements include

- Attendance
- Contractual core benefits
- Leaving ICAEW
- Overtime
- Remuneration
- Secondary employment
- Sickness

You can view or download each 'human resources' policy, procedure and form from these drop-downs:

- Ad hoc homeworking
- Adoption leave
- Alcohol and substance abuse
- Anti-fraud and bribery
- Bullying and harassment
- Business conduct
- Capability
- Central Milton Keynes parking permit application
- Choice Benefits
- Corporate gifts and hospitality
- Disciplinary
- Diversity and inclusion
- Dress and conduct
- Eyecare vouchers
- Flexible working

Foster Care Support
Grievance
Health and safety
Incapability
Information security
Internal promotions and transfers
Job sharing
Job titles
Long service and gifts
Maternity
Mentoring
No smoking
Overtime
Parental leave
Paternity leave
Pay
Performance management and reward
Personal Development Review (PDR) appraisal – guidance notes
Promotion and transfer
Recognition
Recruitment, induction and probation
Redundancy
Regular home working
Regular home working - additional responsibilities
Remuneration
Retention of personal information
Sabbaticals
Season ticket loans
Secondary employment
Shared Parental Leave
Sickness
Staff introduction scheme
Sustainability
Time off to care for dependants
Training and development
Whistleblowing
Work Experience and Internship